



GUACANAGARI PONTIAC BLACK HAWK
 MONTEZUMA CAPTAIN PIPE KEOKUK
 GUATIMOTZIN LOGAN SACAGAWEA
 POWHATAN CORNPLANTER BENITO JUAREZ
 POCAHONTAS JOSEPH BRANT MANGUS
 SAMOSET RED JACKET COLORADAS
 MASSASOIT LITTLE TURTLE LITTLE CROW
 KING PHILIP TECUMSEH SITTING BULL
 UNCAS OSCEOLA CHIEF JOSEPH
 TEDYUSKUNG SEQUOYA GERONIMO
 SHABONEE



TO PERPETUATE THE HISTORY
 AND DEVELOPMENT OF THE
 PEOPLE REPRESENTED BY THE
 ABOVE CHIEFS AND WISE MEN
 THIS COLLECTION HAS BEEN
 GATHERED BY THEIR FRIEND
 EDWARD EVERETT AYER

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 1911

DEPARTMENT OF THE INTERIOR
UNITED STATES INDIAN SERVICE

RULES
FOR THE
INDIAN SCHOOL SERVICE

1913



WASHINGTON
GOVERNMENT PRINTING OFFICE
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RULES FOR THE INDIAN SCHOOL SERVICE.

INTRODUCTION.

1. There shall be a flagstaff at each school, and in suitable weather the flag of the United States shall be hoisted each morning and taken down at sunset.
U. S. flag.
2. It is the purpose of the Federal plan of Indian education to prepare Indian youth for the duties, privileges, and responsibilities of American citizenship. This implies establishment of good habits, formation of character, reasonable knowledge of civic rights and duties, development of moral and intellectual faculties, and training in industrial arts.
Purpose of Indian schools.
3. Every Indian school in an Indian community is to be a center of positive encouragement in industrial development and physical and moral well-being.
Each school a center.
4. "The Commissioner of Indian Affairs shall employ Indian girls as assistant matrons and Indian boys as farmers and industrial teachers in all Indian schools where it is practicable to do so." (Act of June 7, 1897, 30 Stat. L., 83.)
Employment of Indians.
- In all positions which Indians are competent to fill they shall be employed in preference to other persons. (Acts of July 4, 1884, 23 Stat. L., 97; Aug. 15, 1894, 28 Stat. L., 313.)
5. The administration of the Indian school service is vested in the Commissioner of Indian Affairs, subject to the direction of the Secretary of the Interior.
Commissioner of Indian Affairs.
6. "The Commissioner of Indian Affairs may, when in his judgment the good of the service will be promoted thereby, suspend or discontinue any reservation Indian school, and, with the approval of the Secretary of the Interior, may sell any reservation school building or plant that is no longer desirable as an Indian school upon any reservation and invest the proceeds in other school buildings and plants, as the needs of the service may demand, under such rules and regulations as he may, with the approval of the Secretary of the Interior, prescribe." (Act of Apr. 21, 1904, 33 Stat. L., 211.)

7. As the regulations here promulgated are necessarily broad, it is possible that at some schools particular regulations may not be advantageous; if a superintendent submit facts to show that a regulation is not applicable at his school, he may be authorized by the Secretary of the Interior to follow a modification of the regulation. But unless a superintendent has received express authority to follow a modification, he will be expected to adhere strictly to the regulations as here published.

8. An extra copy of these regulations shall be kept in the office of each school, including day schools, and at all reasonable times shall be available for use by any interested person.

IN GENERAL.

(Regulations Applicable Generally, in Most of Their Provisions, to All Indian Schools.)

ENROLLMENT OF PUPILS.

9. All healthy Indian children between the ages of 6 and 18 should be in some school—day, reservation boarding, non-reservation boarding, public, or private.

10. Each superintendent shall prepare a census of school children on blanks 5-255 and 5-255a, and forward this census to the office not later than November 30 of each year.

11. Where there are kindergarten facilities children may be enrolled at 5 years of age.

12. No Indian youth over 21 years of age shall be admitted to any Indian school without the consent of the Commissioner of Indian Affairs, nor shall a person who has passed the age of 24 be continued in school without the consent of the Commissioner of Indian Affairs. Young men and women, however, who have passed the age of 21, but who have not had adequate opportunities for industrial training, may be enrolled in Indian schools, provided they pay their own transportation expenses.

13. If the facilities of a school are needed for pupils of more than one-fourth Indian blood (and the school is not supported from moneys appropriated pursuant to treaties), children who have one-fourth or less Indian blood, whose parents are citizens of the United States and of the State wherein they live, and where there are adequate free-school facilities, should not be enrolled. (Act of Aug. 24, 1912.)

14. If a school is supported by appropriation made pursuant to a treaty, Indian children entitled to the benefit of the treaty may be enrolled.

15. If the facilities of a school are not needed as provided in paragraph 14, children showing any Indian blood, whose parents live on an Indian reservation, and who if debarred from Government schools could not obtain an education, may be enrolled in the day and boarding schools of their reservation; these children, however, may not be transferred to nonreservation schools without special permission from the Commissioner of Indian Affairs.

16. Subject to the provisions of paragraph 14, white children and children of unrestricted parents of the Five Civilized Tribes in Oklahoma may, upon payment of a tuition fee equal to the amount it costs the Government per capita in the particular school, be enrolled in any Indian school with the consent of the superintendent and the approval of the Commissioner of Indian Affairs; such tuition fees are to be deposited in the United States Treasury to reimburse the fund out of which the school is supported. (35 Stat. L., 783.) Children whose parents belong to the restricted class in the Five Civilized Tribes in Oklahoma and who are otherwise eligible may, upon the recommendation of the supervisor in charge of the schools of the Five Civilized Tribes, be enrolled in Chilocco and Haskell.

17. Children of Alaskan Indians may be enrolled in Indian schools. Alaskans.—New York Indians. Children of New York Indians may be enrolled at Carlisle, Pa., only.

18. In enrolling pupils, preference shall always be given in proportion to degree of Indian blood. Preference.

19. In all cases satisfactory evidence of Indian blood and of its degree must be obtained by the superintendent before he enrolls children as Indians in any school. Evidence of Indian blood.

20. "The Commissioner of Indian Affairs, subject to the direction of the Secretary of the Interior, is hereby authorized and directed to make and enforce by proper means such rules and regulations as will secure the attendance of Indian children of suitable age and health at schools established and maintained for their benefit." (Act of July 13, 1892, 27 Stat. L., 120.) Attendance.

21. Children whose parents are not citizens, who are of the age and the health indicated elsewhere in these regulations, for whom adequate facilities exist in Government schools, and who do not attend some other school, are to be in regular attendance at Government schools. Children of noncitizen Indians.

22. It is the duty of parents or other persons who have the custody of children described in paragraph 21 to compel their children to attend regularly either a Government or other school, except for such periods as they present to the person in charge of the school chosen a reasonable excuse for nonattendance.

23. As children of Indians who are citizens are subject to the laws of their States concerning attendance at school, their duties in relation to the education of their children are indicated by the laws of their States. Superintendents will inform proper State authorities if any citizen Indian fails to comply with the school laws of his State.

24. "The Secretary of the Interior may in his discretion withhold rations, clothing, and other annuities from Indian parents or guardians who refuse to or neglect to send or keep their children of proper school age in some school during a reasonable portion of each year." (27 Stat. L., 635. See 2 Dec. Comp., 308.)

25. "The Secretary of the Interior may in his discretion, establish such regulations as will prevent the issuing of rations or the furnishing of subsistence either in money or in kind to the head of any Indian family for [or] on account of any Indian child or children between the ages of 8 and 21 years who shall not have attended school during the preceding year in accordance with such regulations." (Act of Mar. 3, 1893, 27 Stat. L., 612.)

26. In all cases where a superintendent is of opinion the Secretary should exercise the discretion conferred by the statutes quoted above, the superintendent will at once report to the Commissioner of Indian Affairs all the facts, together with his recommendation, notify the Indians concerned, and await instructions before withholding rations, clothing, annuities, issues, or payments of any kind whatever. At a suitable length of time before each payment of annuities and each distribution of issues the superintendent shall examine the rolls in order to determine if he should make recommendation concerning any Indian under his jurisdiction.

27. Superintendents in charge of reservations shall use all proper means to retain pupils in continuous attendance in school during the entire year except when schools are closed for vacations. Visits of pupils to their homes are to be permitted only for proper reasons.

28. If any child of the description indicated in paragraph 21, without permission of the person in charge, leaves a Government school in which he is enrolled, he may be returned to the school by the employees detailed by the superintendent or by the Indian police acting under orders of the superintendent.

29. A superintendent has the duty and the authority to indicate which one of the schools, day or boarding, maintained by the Government on his reservation, each pupil who attends a Government school shall attend, and in each case shall consider only the welfare of the child and not the continuance of any particular school.

30. If a pupil without permission leaves a nonreservation school, the superintendent shall at once endeavor to find him and return him to the school. If the pupil shall have returned to his home upon a reservation, the superintendent of the nonreservation school should immediately give notice to the superintendent in charge of the reservation.

31. Superintendents in charge of reservations must take active steps, in accordance with paragraphs 20-28, to assist in returning pupils of nonreservation schools to the schools which they leave without permission.

Aid of reservation
superintendents.

32. Pupils who have without permission left a nonreservation school shall be dropped from the rolls after a period of not to exceed 30 days. After dropping such a pupil from the rolls a superintendent is not relieved from responsibility but must make an effort to find the pupil and return him to school, giving consideration both to the interests of the pupil and of the school.

Pupils absent with-
out leave to be
dropped from the
rolls.

33. Authority will not be granted in advance to cover proposed expenses in connection with pursuit and return of pupils who have left a school without permission. Vouchers for such expenses must be submitted to the Commissioner of Indian Affairs for approval immediately after expenditures are made and must include all items for each case, with full statements of the necessity for the expenditures.

Expenses in con-
nection with runa-
way pupils.

34. Pupils on leave from any school shall not be carried on the rolls unless there is a strong probability of their returning, and in no case shall they be carried for a period longer than 30 days.

Pupils on leave.

35. Neither pupils who have left a school without permission nor pupils on leave shall be carried or reported as in attendance when not present in person.

Presence in person.

36. Before enrolling a pupil superintendents must satisfy themselves whether he has left any other school without permission and whether he has been expelled for cause from any other school. A pupil who has been expelled for cause from any Indian school may be reenrolled in any Indian school only with permission of the Commissioner of Indian Affairs.

Desertion or expul-
sion.

37. Before a child is admitted to any school, day or boarding, he must be personally examined by a physician and certified as free from incurable, infectious, or contagious diseases which might affect other pupils or which might be seriously aggravated by confinement incident to school work. The results of this examination must be entered upon cards which shall become part of the office records of the school.

Medical certificate.

38. Children with active pulmonary tuberculosis in any of its stages will not be permitted to enter an Indian school except as hereinafter provided. Pupils with this disease developing or who develop chronic glandular tuberculosis in the suppurative stage while they are in attendance at school must either be returned to their homes or transferred to a sanatorium school for treatment as soon as the case is diagnosed.

39. When graduates or other outgoing pupils are placed by the superintendent in positions where they receive remunerative employment in industrial pursuits, the transportation of the pupils may be paid by the superintendent who places them.

40. When outgoing pupils are placed in remunerative positions by the supervisor of employment the transportation may be paid by him.

41. During the first six months after a student has been placed in a remunerative position transportation to another position may be paid but once. In all such cases sufficient reasons must appear why such transportation should be paid by the Government.

42. After a pupil has been placed and continued in a remunerative position for a period of six months he can not subsequently be transported at Government expense.

PHYSICAL WELFARE.

43. At every school systematic physical training must be made of the utmost importance, reaching all pupils. Once or twice during each school session pupils are to have breathing exercises. Through provision of a great amount of outdoor exercise and of outdoor occupation, and by the use of well-equipped playgrounds, constitutional tendencies and weaknesses of Indian pupils are to be vigorously combated.

44. Adequate and separate playgrounds must be provided, one for boys and one for girls, and supplied with apparatus, such as swings, teeters, slides, turning poles, and the like. Also, small boys and large boys should have separate playgrounds.

45. Provision is to be made, however, that under proper supervision boys and girls may enjoy each other's society and acquire habits of politeness, consideration, and self-possession.

46. All pupils shall be weighed immediately on admission to the school and thereafter once each month. The weight must be recorded on official blank forms and filed in the school office. Physicians must examine these records at regular

intervals and give special attention to pupils who do not properly gain in weight.

47. Superintendents of boarding schools may maintain a diet table for pupils who are physically indisposed for reasons not of sufficient seriousness to justify their being confined to the hospital or being segregated from other pupils.

48. Ample sleeping porches should be constructed on all school dormitories and hospitals. Children who are not thriving should be required to sleep on these porches when directed by the physician. So far as space permits the same privileges should be extended to healthy children.

49. Any *employee* who notices evidence of disease in a pupil must take immediate steps to see that the case is promptly reported to the physician.

50. Every precaution must be taken to prevent the spread of infectious diseases. When lead pencils, penholders, books, or other articles are used in succession by two or more pupils they must be kept completely disinfected through the use of formaldehyde. If articles are distributed and collected each day, in the evening they are to be placed in small boxes with sponges moistened with formaldehyde. Racks or other devices must be used to insure each pupil getting only his own toothbrush, his own individual towel, and his own comb and hairbrush, and to keep such articles belonging to each pupil wholly separate in such manner that they can not come in contact with those of other pupils. Whenever laundry facilities permit, the "Pullman system," by which a small towel is used once and then laundered, shall be used. No more than one pupil shall ever use a towel before it is freshly laundered.

51. Spitting in buildings and on walks or pavements is strictly prohibited and must be prevented. Placards warning against spitting must be posted in conspicuous places.

52. For clothing and the like each pupil shall have an individual locker bearing his name or a distinctive number.

53. Pupils must be supervised to see that they properly clean their teeth each morning and each evening, using tooth powder at least once a day, and that they receive adequate dental attention.

54. After being used all dishes must be sterilized with scalding water.

55. All rooms in which pupils remain even for a short time must be kept constantly supplied with an abundance of fresh air.

56. Unless there be danger to health, all pupils shall be required to go into the open air at intermission and recess periods.

57. Suitable hours of rest must be provided for all pupils. Care must be taken that each pupil has sufficient sleep, taking his age and health into consideration.

Hours of rest.

58. During each recess period, intermission at noon, and at the end of the session in the afternoon windows and doors must be thrown open. Employees must give vigilant attention to ventilation, temperature, and lighting of all schoolrooms. During school sessions, when no other sufficient means of ventilation have been provided, the windows *which will not admit air directly upon the pupils* are to be opened a few inches. If this can not be done, then a contrivance must be placed in the window so as to permit ventilation without admitting air directly upon pupils. Temperature should be maintained at 68° to 72° F. At any time when the temperature in a schoolroom is 60° or less, academic classes shall be dismissed.

Ventilation of schoolrooms.

59. The persons as well as the clothing of pupils must be kept clean, and pupils must be taught the importance of personal cleanliness; bathing must be under the personal supervision of an employee. (See par. 265.)

Bathing.

60. Whenever at all possible running water shall be used for bathing purposes. For general bathing shower baths must be provided. If basins are used, each pupil is to have his own individual basin. Where there is no running water but one pupil shall be bathed at one time in a tub, and after each bath the water must be changed and the tub thoroughly cleansed.

Running water for bathing.

61. But one pupil shall sleep in a bed. Each pupil shall use the bedding issued to him. All bedding is to be thoroughly disinfected at least twice during the school year. No bedding used by a pupil having any illness shall be used by anyone else until it has been sterilized with steam or boiling water or disinfected with formaldehyde or other efficient agent.

Beds.

62. Pupils who have trachoma shall be assigned to desks not used by other pupils, in a section of seats set apart for the exclusive use of trachomous pupils.

Trachoma.

63. A pupil having trachoma in the acute stage, and while there is active inflammation with purulent secretion from the eye, shall be placed under treatment in quarantine and shall be dismissed therefrom only upon order of the physician.

64. Doors used by pupils in entering and leaving buildings of any kind, including dormitories, shall never be locked or bolted while any pupils are within. For dormitories electric alarms are perfectly efficient for detection of improper entrance and exit.

No locked doors.

65. In dormitories or other large buildings all resident employees shall be assigned fire stations and specific fire duties.
66. The older boys and the employees shall be arranged in a fire brigade with regular officers and stations and detailed efficient organization.
67. There shall be a distinctive fire-alarm signal, to be used only in case of fire or in case of fire drill. All new pupils and employees must at once be acquainted with this signal.
68. Fire drills in which pupils and employees shall be accustomed at a moment's notice to take their places and pass out of the buildings in an orderly and quiet manner must be held at least once a month during the school year, at irregular times known only to the officer who gives the alarm. At boarding schools there shall be fire drills at night as well as by day. (See pars. 350, 351.) It shall be the duty of all employees, including the official in charge of the school, to turn out at all fire drills.

INDUSTRIAL TRAINING.

69. Industrial training must be a distinguishing feature of instruction in Indian schools. All activities of every school are to be made means to this end. All pupils are to be taught how to raise vegetables, how to use and care for tools, implements, and machinery, and the value and possibilities of forest and orchard culture; and emphasis is to be given to information concerning location, construction, and maintenance of sanitary and inexpensive houses. Boys are to be taught how to rear and care for farm stock, and to be trained in all regular farming operations. Girls must be systematically trained in every branch of housekeeping, including sanitation, the nutritive value of foods, their cost and preparation, making and mending of garments, nursing the sick, and care of children.

70. At each boarding school there shall be a farm, a garden, an orchard, a dairy herd, and a flock of poultry. The areas used and the size of the herds and flocks are to be appropriate to the school and its environments. Every school, including day schools, must give earnest attention to the development of these activities; but day schools are not required to have farms.

71. In the earlier grades of Indian schools industrial training shall have for its first object manual dexterity and intelligent interest; in the higher grades in boarding schools equipped with shops, tools, etc., vocational industrial training is to be given prominence. Unless pupils show physical strength, health, and temperament necessary for indoor occupations,

they shall be strongly urged to select only trades and occupations which will keep them out of doors.

72. All stock must be given good care, adequately housed, and properly fed. The quality of herds is to be improved through intelligent breeding and through elimination of animals which are individually unprofitable. It is expected and demanded that the quality and the success of all herds and of all animals shall be creditable to the service and worthy of the attention and admiration of the Indians.

73. Dairies must be kept in a sanitary condition, and unceasing care must be taken to see that milk is healthful and is kept from contamination. Only cows in good health, which have passed the tuberculin test within a year, are to be kept in the herd. The cows are to receive only clean and wholesome food and clean and fresh water. The udders of cows, before milking, are to be cleansed with a clean moist cloth, or with a dry cloth and brush fifteen minutes before milking. Milking is to be done with clean, dry hands into narrow-mouthed milk pails which have been thoroughly cleaned and sunned. The milk must be immediately removed from the milking room without being poured from the pail, then thoroughly strained, and cooled to below 50° F., at which temperature it should be stored, if possible, in a separate milk house or milk room. Persons who do milking are to wear clean milking suits.

74. Dairy stables must be separated from other buildings, must be well drained, and entirely free from contaminating surroundings. They are to have good floors, with gutters and smooth tight walls and ceilings. Each stable must contain at least 500 cubic feet of air space and 4 square feet of window space for each cow, and must be kept perfectly ventilated and thoroughly sanitary.

75. Barnyards must be kept clean and well drained. Manure must be hauled daily to a field or stored in a fly-proof pit at least 50 feet from the stable.

76. All horses and cattle allowed on the open range or at large shall be marked with the "I D" brand, or some established brand in lieu, and all sheep and hogs shall have ear marks.

77. When not in actual use, all implements must be placed under shelter and given proper attention to prevent deterioration.

COURSE OF STUDY.

78. Unless a course of study is outlined by the Commissioner of Indian Affairs, each Indian school shall adopt a course of academic instruction as nearly similar as practicable to that provided for the public schools of the State wherein such

Indian schools are situated, adapting the grades, however, to the larger amount of industrial instruction required in Indian schools and to the capabilities of Indian pupils. Because of the large amount of industrial training in Indian schools, pupils are not expected to complete a grade in the time ordinarily taken for the same grades in public schools.

79. Teachers in Indian schools are expected to keep in touch with the latest improved methods of instruction, and, so far as possible, with the educational activities in connection with the local public schools.

80. The term of Indian schools shall begin on the first Monday in September and continue for a period of 10 months with a vacation of 5 days at Christmas. Whenever advisable on account of climatic conditions or other cogent reasons the time of beginning, length of vacation, or length of term may be modified by the Commissioner of Indian Affairs, provided that no term shall be so reduced to less than 9 months.

81. The regular sessions of school for the older pupils shall begin at 9 o'clock in the morning and continue until 4 o'clock in the afternoon, with an intermission of 1½ hours, from 11.45 to 1.15 o'clock, and an intermission of not less than 10 minutes during both forenoon and afternoon. Periods for recess and the intermission at noon are considered school hours. Children who are less than 8 years of age shall not be in the classroom more than 4 hours a day.

82. For pupils who are 12 years of age or over and who have completed the third grade the school day is to be so divided that for half a day they receive industrial training. For pupils in the third grade and below, systematic industrial training, commensurate with their strength and age, shall also be provided as a part of the regular instruction.

83. At the beginning of the school year a calendar is to be prepared for the entire year showing the proposed events for each day, as socials, assembly exercises, lectures, temperance and health talks, athletic contest, religious services, entertainments, and the like. Before September 30 of each year copies of this calendar shall be mailed to the Commissioner of Indian Affairs in triplicate.

84. In each school there should be a definite daily program for all class-room exercises and industrial work with definite assignments for each pupil; details for work must be so planned and announced that classroom and other duties may not clash and that pupils may in advance know their duties for each hour in the day. According to the day's program each employee is to be assigned definite duties and responsibilities.

85. At the beginning of a school year each teacher is to have prepared detailed outlines of instruction for at least two months in the subjects which are taught, and must keep these outlines prepared at least two months in advance throughout the year. These outlines are to be made in duplicate, one copy to be filed in the school office and one copy to be kept by the teacher; outlines for each subject should be kept in separate binders.

86. In every school where there is an adequate assembly room, there shall be each day a general assembly of pupils and teachers for appropriate exercises.

87. After having completed one reader in a grade, if the school is in possession of a sufficient library, pupils shall be required to read other books of permanent literary value.

In case the school is not sufficiently well supplied with such books for supplemental reading, the superintendent shall provide for the school three or four series of the readers authorized. Upon entering a higher grade, a pupil is to use a reader of the same series as the reader which he first completed in the grade last passed. Before a pupil leaves a grade above the second, he is to be encouraged to read out of school hours several books which will appeal to his interest.

88. Pupils shall be required to converse with employees in English.

Use of English.

All employees must be able to speak English fluently.

All employees must use English alone when on duty.

89. Instruction in singing is to be given in all schools, and singing shall be a part of the exercises of each school session.

Music.

At boarding schools the formation of school bands is to be encouraged. Instrumental music, however, is not a part of the curriculum of any school.

90. With the approval of the Commissioner of Indian Affairs, superintendents of boarding schools may provide for instruction in instrumental music where facilities are available. Such instruction, however, when given by a person not in the employ of the Indian Service, shall be paid for by the pupil upon a bill approved by the superintendent. A receipt in duplicate shall be required of the person to whom payment is made, one copy to go to the pupil and one copy to be kept by the superintendent.

91. Literary, musical, and other associations are to be encouraged. In the more advanced schools, they may be placed under the direction of the older pupils. But the school management is required to see that the true purpose of the associations is maintained.

Pupils' associations.

92. In order to assist employees in giving proper instruction in personal morality, a series of books has been placed on the authorized list; these books furnish material and suggestion for vital and careful instruction to young men and young women. Copies of these books should be in the hands of those employees whose duty it is to give boys and girls frank and careful information concerning their physical welfare and sex relationships; this duty devolves upon the head matron or the teacher of housekeeping for girls and the physician or industrial teacher for boys, unless some other employees are designated by the superintendent.

93. In all schools there shall be given special instruction on the nature of alcoholic drinks and narcotics, and their effect upon the human system, in connection with the several divisions of the subject of physiology and hygiene. This instruction shall be as thorough as that given in other required branches of the school, and for this purpose textbooks shall be placed in the hands of the pupils. For neglect to give this instruction, the penalty is removal from office. (Act of May 20, 1886, 24 Stat. L., 69.)

94. Practical sanitation and hygiene, and the cause, prevention, and treatment of tuberculosis and of trachoma are to be taught in every school.

95. Being invaluable aids to successful teaching, properly prepared textbooks are to be used at least to some extent in all grades of every school. Textbooks shall be selected from the list authorized by the office, but schools in States where there is uniformity in textbooks for public schools may be authorized to secure the books used in the public schools in local civil government and history.

96. All schoolbooks are to be covered with paper or other suitable material. Pupils must not be permitted to write in schoolbooks or to mar them, except that the pupil to whom a schoolbook is issued may write his name therein once plainly and distinctly.

97. If it is found desirable and practicable, pupils may frequently be permitted to pursue academic studies in two grades. In many cases it may not be necessary to require pupils to complete all the subjects in a grade before they are promoted to studies in a higher grade. Such pupils, however, will be classified in the grade to which most of their studies belong.

98. If a pupil is divergent from normal he is to be carefully studied; for a knowledge of the cause of abnormality may not only enable teachers to minimize its influence upon other pupils but may suggest methods of correction. Where abnor-

malities are found, especially if they involve special senses, they are to be reported promptly through the superintendent to the physician.

99. Adult Indians learning elementary English should receive primary instruction of a somewhat different sort from the instruction of children. Frequently portions of textbooks should be omitted.

100. In order to assist teachers in determining whether pupils should be promoted from grades above the third, formal examinations are to be given to each class. These examinations should be held from time to time during the session, but not at stated times and not, necessarily, at the end of the session. In determining whether a pupil should be promoted teachers will consider whether he is able to be reasonably successful in the next higher grade rather than that he has thoroughly comprehended everything within the grade he desires to leave.

101. Pupils in their daily work and in formal examinations should be given constant reviews upon all work over which they have passed, even the work of lower grades. In examinations for promotion, however, the questions should be confined closely to the work of the term. Valuable examinations need not be difficult.

102. When examination papers of pupils are called for by the office the first sheet of each set of answers should contain the following heading:

Name of school.	Name of pupil.
Date.	Age.
Grade.	Sex.
Subjects.	Time in the grade.
Textbook used by class.	

103. For each student enrolled in an Indian school there must be prepared a folder for "Record of pupils," blank 5-197. In this folder are to be placed blanks 5-186, 5-187, 4-245, 5-354, with all record blanks of pupils, such as applications for enrollment, physician's certificate of health, pictures, official letters, clippings, copies of physician's record of illnesses, etc. It is expected that this record will give a complete history of each pupil while in school and for a considerable period after he has left school. This record must be kept up to date; superintendents must direct some employee not only to see that the record is kept complete but to carry on such correspondence as may be necessary to make it thoroughly reliable and to keep it current.

GOVERNMENT OF PUPILS.

Suitable duties.

104. Pupils shall not be compelled to perform duties unsuited to their age, sex, and strength.

Pupils' names.

105. Names by which pupils have been previously known are to be retained, if of a proper sort. If an English name is given to a pupil, the Indian name of his father should be used as a surname. Vulgar or otherwise offensive sobriquets, such as "Tobacco," "Mogul," "Toughy," etc., must be abandoned.

106. Card playing, gambling, use of intoxicants, profanity, use of gambling, drinking, tobacco, and carrying concealed weapons are prohibited.

Suspension.

107. Incurable pupils may be suspended from school. Upon suspending a pupil, the superintendent shall at once report the facts to the Commissioner of Indian Affairs, giving name, age, sex, tribe, grade in school, and residence of the pupil, together with his general character and the exact nature of the offense. At the same time the superintendent shall notify the pupil's parents or his nearest known friend. If the reasons for suspension appear to be sufficient the action of the superintendent will be approved by the Commissioner of Indian

Expulsion.

Affairs and the pupil expelled. If the reasons do not appear sufficient the pupil will be reinstated, but may be punished in a manner to be directed by the Commissioner of Indian Affairs. A pupil so expelled shall be returned to his home with a full statement to the superintendent of his home reservation or to his parents in case the pupil's home is not on a reservation.

Notice of expulsion.

108. When a pupil has been suspended from a school for misconduct and expulsion has been ordered by the Commissioner of Indian Affairs, the superintendents of all nonreservation schools and the superintendent in charge of the reservation from which the pupil was enrolled must be notified of the expulsion immediately by the officer in charge of the school from which the pupil was expelled.

Punishment.

109. All disciplinary measures shall be devised with reference to local and individual needs and on the principle that discipline is reformatory. There shall be no cruel or degrading methods of punishment employed nor shall abusive language or ridicule be used.

TRANSFERS.

110. When pupils have finished the fourth grade or are 14 years of age and in good health and are capable of further advancement, which they can not obtain in public schools, they may be transferred to a nonreservation school.

Conditions of eligibility.

111. At the end of each school year and not later than June 30, superintendents in charge of reservations will mail to the Commissioner of Indian Affairs lists of pupils who have finished the fourth grade or who are 14 years of age. (Form 5-159.) If there are any reasons why any child should not or can not be transferred, these reasons are to be given in the column of the form marked "Remarks." Superintendents in charge of reservations will also make similar reports to nonreservation superintendents to whose schools pupils desire to go, giving names, ages, grades, etc.

112. No Indian child shall be sent from any Indian reservation to a school not in the State in which the reservation is situated *without the voluntary written consent of the father or mother of the child, if either of them is living, and if neither of them is living, without the voluntary written consent of the guardian or next of kin of the child.* (28 Stat. L., 313; 28 Stat. L., 906; 29 Stat. L., 348.)

113. Consent for transfer shall be made before the superintendent in charge of the reservation. Before the child is transferred the superintendent in charge of the reservation shall send to the Commissioner of Indian Affairs his certificate that the consent required was given voluntarily before him. (Statutes quoted above.)

114. It is unlawful for any superintendent or other employee to induce or to seek to induce by withholding rations or by other means the parents or next of kin of any Indian to consent to the removal of any Indian child beyond the limits of any reservation. (Statutes quoted above.)

115. Pupils proposed for transfer must be thoroughly examined by a physician to ascertain if they are admissible under these regulations; all applications for transfer must have the indorsement of the physician accompanied by a copy of Form 5-234 (case record) filled out by the physician making the personal examination. No pupil suffering from tuberculosis shall be transferred to a boarding school.

116. In all cases where doubt exists as to the degree of Indian blood of a child proposed to be transferred the superintendent in charge of the reservation shall satisfy himself by affidavits of reliable persons whether the child has Indian blood; if he decide there is Indian blood, the affidavits must be placed on file at the nonreservation school and copies kept at the reservation school from which the child is transferred.

117. "No Indian pupil under the age of 14 years shall be transported at Government expense to any Indian school beyond the limits of the State or Territory in which the parents of such child reside or of the adjoining States or Territory." (Act of Mar. 3, 1909, 35 Stat. L., 783.)

118. Transfers of pupils under 14 years of age who have not completed the fourth grade to a nonreservation school within the State or an adjoining State may occasionally be authorized by the Commissioner of Indian Affairs for the following reasons:

(a) Because there are not adequate school facilities on the reservation or within reach of the child.

(b) Because older children of the same family are in attendance at the nonreservation school chosen. If a transfer is made for the second reason the parents must pay the transportation charges.

119. In considering transfer to nonreservation schools, course of study offered, climatic conditions, and distance to be traveled must be carefully weighed.

Blanks. 120. Official blanks must be used for all transfers.

121. In the transportation of pupils the cheapest and most direct routes are to be selected; a number of pupils should be collected at one place and reduced rates if possible secured from the railway companies.

122. Funds for the transportation of pupils to and from nonreservation schools shall be apportioned and placed in charge of the several superintendents of the non-reservations schools, who will make all arrangements necessary for procuring transportation, etc., within the limits of the amounts apportioned their schools.

123. Nonreservation Indian schools are restricted to collection and enrollment of Indian pupils from the territory which from time to time has been assigned to each school and which geographically constitutes a district from which each school should logically draw pupils. The territory thus assigned the several nonreservation schools may be changed by the Commissioner of Indian Affairs whenever the best interests of the service require it. Parents, however, who wish their children sent to an Indian school outside their district may have their children enrolled in such school with the consent of the Commissioner of Indian Affairs after a full presentation of all the facts.

124. The following restrictions are placed on the choice of schools by parents:

Restrictions on choice by parents. (a) Pupils may be transferred only with the consent of the superintendent in charge of the reservation. With the choice of citizen Indians, however, the superintendent in charge of the reservation can not interfere, being confined to giving advice. If noncitizen parents and the superintendent can not agree on the school to which the pupil is to be transferred, the case must be submitted to the Commissioner of Indian Affairs for his decision.

(b) Until a pupil who has been regularly enrolled in a nonreservation school has completed the course or has remained in the school for the full term for which his parents consented to his enrollment, he

must not be transferred to any other nonreservation school, except for very urgent reasons and with the consent of his parents. If transfers are necessary before the expiration of the term or the conclusion of the course of study, they must be made during a vacation period.

125. For the purpose of collecting pupils, nonreservation superintendents may correspond with Indians and with Correspondence and visits of nonreservation superintendents. superintendents in charge of reservations, may visit Indians at their homes, and may mail and otherwise distribute printed matter descriptive of their schools.

126. Only the superintendent of a nonreservation school, or one Visits of nonreservation superintendents. employee of his school authorized in writing by the superintendent, may visit reservations to obtain pupils; but other persons may be authorized to act as escorts for pupils. If the size and circumstances of any nonreservation school warrants, the Commissioner of Indian Affairs may, upon application of the superintendent, authorize additional employees to visit reservations for the purpose of obtaining pupils.

127. When a superintendent of a nonreservation school or his representative arrives at a reservation, he must give Notice to superintendent in charge of reservation. immediate notice to the superintendent in charge. At the time he leaves a reservation he must give the superintendent in charge a list of children whose transfer, in his opinion, may be requested.

128. Superintendents in charge of reservations shall extend to visiting superintendents proper courtesies and provide an opportunity to talk with the Indians and to Cooperation of reservation superintendents. present the advantages of their respective schools; and when a pupil has been enrolled in a nonreservation school, superintendents in charge of reservations shall exert all legitimate influence to keep the child in school until he has completed the term of enrollment.

HOLIDAYS.

129. New Year's Day, Washington's Birthday, Memorial Day, Days designated. Fourth of July, Thanksgiving Day, Christmas, and one day to be observed as Arbor Day are to be holidays. If the State in which the school is located designates a day as Arbor Day, that day shall be observed; otherwise a day shall be determined upon by the superintendent and observed with appropriate exercises. Not to exceed five days' vacation will be allowed at Christmas.

130. Superintendents having day schools under their charge may, Seasonal suspension of day schools. in addition to the above holidays, discontinue the regular day-school sessions for a period not to exceed three weeks, if, in their judgment, it seems desirable and for the best interests of the Indians. The number of such discontinuances should be limited. Each should be reported promptly to the commissioner with facts, and his previous consent obtained if

there is time. These suspensions of school sessions may be necessary at places where, for example, the Indians must leave the vicinity of the day school to pick hops or berries or to catch fish; during such periods the day school should not be in session. During these periods of suspension the day-school teachers and housekeepers are to devote their time to the interests of the Indian communities in whatever manner may be practicable.

131. At the close of a period of suspension at a day school the superintendent must make a report to the Commissioner of Indian Affairs, stating fully the character of the services rendered during the period by the day-school employees.

Reports concerning suspensions.

132. Superintendents and employees of boarding schools, except as hereinafter provided, are required to take their annual leave during the long vacation period if possible. Application for such leave during a school term must be accompanied by a full statement of the exceptional facts making it necessary.

Annual leave.

133. School employees whose work has to do with farm operations or dairying must arrange to have their annual leave at such a time that their absence will interfere least with the farming operations and the dairy.

Leave of farm and dairy employees.

ROUTINE REPORTS.

134. The officer in charge of each school shall send monthly reports of the progress of each pupil to his parents, guardian, or nearest known friend.

Monthly reports.

135. Each pupil is required to write a "home letter" at least once a month, and the superintendent's monthly report card of the pupil should be inclosed. Envelopes may be addressed by the pupil and the report inclosed by the pupil with the home letter after the letter has been scrutinized by an employee. But the placing of these envelopes in the post office is an official act and should be done only by the officer in charge of the school.

Pupils' home letters.

136. All Indian schools, both boarding and day, must make prompt monthly reports on Form 5-249 and quarterly reports on Form 5-246. Mission and contract schools under private management are to make quarterly reports on Form 5-246; contract schools under private management are also to make statistical reports at the end of the year on Form 5-141. All public schools having Indian children in attendance whether or not under contract from the office should make report on Form 5-143. Superintendents must see that all schools in their jurisdiction are supplied with blanks and with franked envelopes for their transmission.

Reports to the office.

137. Superintendents of nonreservation schools shall furnish the information called for in blanks 5-244, 5-259, and 5-259a, and transmit promptly to the office.

Reports to supervisor of employment.

PERSONNEL.

SUPERVISORS OF INDIAN SCHOOLS.

138. School supervisors are inspecting officials, and their duties shall be such as may be assigned them from time to time by the Commissioner of Indian Affairs. In general, they shall make inspections of Indian schools, public schools, and other schools in their districts in which Indian children are enrolled, carefully reporting to the Commissioner of Indian Affairs upon each school, its condition, and its success through response to the needs of the community and through its influence.

139. "Each supervisor of schools has power to administer oaths and to examine on oath all officers and persons employed in the Indian Service and all such other persons as may be deemed necessary and proper." (Act of Mar. 1, 1899, 30 Stat. L., 927.)

140. Supervisors' districts will be designated by the Commissioner of Indian Affairs.

SUPERINTENDENTS.

141. A superintendent has direct administrative control in his jurisdiction and is held responsible for all educational activities in his jurisdiction. In enforcing the regulations and in performing all other duties he shall conduct himself with deliberation, judgment, diligence, and earnestness, as required of an officer charged with the execution of a very vital part of a great humanitarian program.

142. With State departments of health, departments of education, and other agencies of the State, superintendents and all other employees shall cooperate in every way possible.

143. When a superintendent is to be absent from his jurisdiction he must designate a suitable employee to act in his stead.

144. A superintendent shall visit and inspect all schools in his jurisdiction so frequently that he shall be intimately informed of their condition, and the health, the discipline, and the advancement of the pupils, of the manner and methods of employees in the discharge of their duties, and of the efficiency and conduct of employees. The superintendent or the principal of his school shall visit all public and private schools within his jurisdiction or in the vicinity in which Indian children are enrolled, and at least once each year shall submit to the Commissioner of Indian

Affairs a detailed report upon the efficiency and suitability of each such school for Indian children. At all times the superintendent must keep the Commissioner of Indian Affairs informed of matters of importance, including sanitary conditions, safety of buildings, and relation of Indian pupils to white pupils.

145. On April 1 and November 1 of each year he shall submit an efficiency report of all employees of his school, together with such recommendations as he may deem proper. *Efficiency reports.* If an employee is reported as "excellent," it is understood that in the opinion of the superintendent he should be promoted, if practicable; if "good," that he should be retained in the same or a similar position; if "fair," that he should be demoted; and if "poor," that he should be relieved from the service.

146. Employees are rated by the Commissioner of Indian Affairs as "excellent," "good," "fair," or "poor," after *Office standards of efficiency.* consideration of the efficiency reports of superintendents and supervisors, and of outlines, theses, examination papers, and other records which indicate employees' effectiveness in general duties and their personal influence upon the Indians with whom they come in contact.

147. A superintendent must not recommend that an inefficient employee be transferred to another school unless he *No transfer of 'poor' employees.* is confident that, under new surroundings and in changed conditions, the employee would be able to give efficient service. An employee marked "poor" will not be transferred to another school.

148. It is the duty of superintendents to undertake to increase the efficiency of employees. A superintendent who *Increasing employees' efficiency.* is not able by means of encouragement, supervision, and sympathetic direction to improve to some extent the services of his employees, can not himself be rated as "good."

149. All criticism of conduct and efficiency of employees must be private and courteous. Orders are to be issued to the heads of the various divisions of school work, in *Comment upon employees.* order that each head of a division may be held to strict account for the enforcement of orders. *Orders to employees.*

150. During the school year at least once a month the superintendent or the principal shall hold a meeting of *Employees' meetings.* school employees for consultation and for consideration of the welfare of the school, for discussion of methods of instruction, and the like.

151. Superintendents are to give encouragement and assistance to organizations by employees for their intellectual *Employees' organizations.* and social improvement.

152. "No money * * * shall be expended for membership fees or dues of any officer or employee of the United States * * * in any society or organization or for expense of attendance * * * at any meeting or convention of members of any society or association," unless specifically authorized by statute. (Act of June 26, 1912.)

153. Superintendents must not correspond with superintendents or with employees of other schools with a purpose of procuring transfers to their schools. All correspondence on the subject must be with the Commissioner of Indian Affairs, to whom officers should make any recommendations possible without the sort of correspondence prohibited by this paragraph.

154. Returned students will receive encouragement and consideration from superintendents in charge of reservations and from their employees. Information relative to returned students is to be carefully gathered. They are to be encouraged to make for themselves places in their communities for which their abilities, character, and training prepare them. They are to be encouraged not to take up undesirable customs of tribal life, but to withstand any opposition to progress on the part of the older members of their tribes and to retain as far as practicable the results of their years of training in Indian schools.

155. Returned students should be encouraged to form associations for self-help and for social and intellectual improvement.

156. The officer in charge of a boarding school shall receive and control all mail matter addressed to pupils of the school who are minors, and shall withhold mail from delivery when in his opinion it contains unmailable or other improper communications or articles. All mail retained because it is unmailable must be promptly transmitted to the postal authorities. Other improper communications and articles shall be returned to the writer or forwarded to the Commissioner of Indian Affairs for further disposal.

157. Superintendents are to request the Department of Agriculture to furnish them with the monthly list of publications which is issued about the first of each month. From this list they shall make selection of all publications which deal with subjects of interest in their localities and see that copies are furnished each employee upon whose duties they bear. They shall also keep informed concerning the results secured by experiment stations and other enterprises of their States the attainments of which might benefit Indians.

SUBORDINATE EMPLOYEES.

158. The general duties of subordinate employees are indicated by the nature of the positions to which they are appointed, but additional appropriate duties may be assigned. All employees in the Indian Service must bear in mind the peculiar task of the service, must by personal example do what they individually can to aid in the accomplishment of the task, and whatever their positions, must put into the performance of their duties a spirit of instruction and cooperation. In conduct and conversation, in neatness of dress, in orderliness of rooms and premises, and in similar ways, all employees are expected to exert positive and beneficial influence. Personal habits and indulgences which have a detrimental influence upon Indians will destroy an employee's usefulness in the Indian Service and cause his immediate separation from the service. Furthermore, employees must avoid small personal differences among themselves and endeavor to discover common interests rather than accentuate individual peculiarities.

Duties.

159. All employees are expected to render prompt and loyal obedience to their official superiors.

160. The department will not undertake to regulate the conduct of employees in respect to personal business affairs, but commercial turpitude must be regarded as inconsistent with the qualities of character essential to public service and will be treated accordingly. (Department Circular, June 9, 1897.)

Financial remiss-
ess.

161. The salary of an employee, e. g., a teacher, may have little relation to the grade or class of pupils intrusted to his or her care. If a teacher is promoted in salary it does not imply a change in work. A teacher who has the highest class may have the lowest salary and vice versa. Assignment to any class must be based only upon the teacher's skill and ability. Increase of salary will rest upon proved efficiency in Indian schools.

Salaries.

Transfers.

162. Transfers of school employees from one school to another will be made during the school year for exceptional reasons only.

163. Rules concerning appointments, transfers, separations, etc., of employees will be found in the general regulations of the office.

164. The law limiting the hours of daily services to be required of laborers and mechanics in the employ of the United States does not apply to employees at Indian schools, for they are regarded and appointed as teachers in their respective positions, being required to give instruction to pupils in addition to performing their regular duties.

Hours of service.

165. Employees whose duties are primarily in connection with care and oversight of pupils must reside in the school buildings, if quarters are provided for them, otherwise as near the school buildings as practicable.

Residence in school buildings.

166. Employees are not allowed to have pupils in their rooms except for specific reasons and with the express permission of the officer in charge of the school.

Pupils in employees' rooms.

167. No employee in the Indian Service shall require a pupil to render personal service. If an employee wishes personal service, and a pupil desires to perform such service, an express agreement shall be made under the sanction of the officer in charge of the school, providing in advance for the extent of the service and for suitable remuneration; a copy of each agreement of this kind must be filed in the office of the school and called to the attention of supervising officers. Agreements for personal service may be made in any event only if the service will in no manner be detrimental to the progress of the pupil.

Personal services by pupils.

168. Temporary appointments of pupils in salaried positions will not be permitted unless specific authority has been obtained from the Commissioner of Indian Affairs. But pupils who are competent may, without compensation, perform the duties of authorized positions as a part of their training. Pupils who are permanently appointed to authorized positions must be dropped from the rolls as pupils. (See par. 4.)

Pupils in employees' positions.

169. "Employees of Indian schools may be allowed, in addition to annual leave, educational leave not to exceed 15 days per calendar year for attendance at educational gatherings, conventions, institutions, or training schools, if the interests of the service require it, and under such regulations as the Secretary of the Interior may prescribe, but no additional salaries or expenses on account of this leave of absence shall be required." (Act of Aug. 24, 1912, 37 Stat. L., 519.)

170. Educational leave is not cumulative.

171. The Commissioner of Indian Affairs may grant educational leave for which paragraph 169 provides, upon application of an employee accompanied by recommendations of the superintendent. Each application and the recommendation thereon must be mailed to the Commissioner of Indian Affairs at least a month before the beginning of the proposed leave, and must contain the name of the institution or the meeting the employee wishes to attend, a description of the course of study, or a copy of the program the employee will follow, and a catalogue of the institution or organization, if one is issued, and a certificate of the superintendent that, in his opinion, the interests of the service require that the leave be granted.

172. Of the educational leave permitted by paragraph 169, the superintendent may grant not to exceed an aggregate of *two* days in a calendar year to an employee that the employee may visit public schools.

173. Immediately at the end of a period of educational leave granted by the Commissioner of Indian Affairs, except that provided for in paragraph 172, the employee must present to the superintendent a detailed statement concerning the manner in which the employee utilized the leave, and a statement concerning the benefit the employee believes he gained through the leave; if the employee secured leave to attend an institution or a school, he must present a certificate of actual attendance from the appropriate officer and a certificate of the scholastic grade or credits earned. These papers the superintendent shall transmit to the Commissioner of Indian Affairs with the monthly report of leave.

174. Superintendents shall arrange the hours of duty of all employees whose work is not confined to usual and ordinary periods during weekdays, or who have extra duties to perform, so that each may be "off duty" during a period of one half day per week throughout the year. In each case the half day is to be so fixed by the superintendent as best to suit the necessities of the school. When circumstances require, a superintendent may deny to any employee the privilege of this half day. Failure by the superintendent to allow a half day, or failure on the part of the employee to take advantage of his half day during any week, shall not entitle the employee to this time in any week thereafter in addition to the half day for the current week; more than one-half day shall not be allowed under any circumstances within one week.

175. Half-day absences allowed under the preceding paragraph will not be considered leave of absence nor deducted or added in the annual leave to which employees may be entitled. Employees for whom weekly absences are arranged will not be entitled to an additional Saturday half holiday during the months of July, August, and September.

176. Where the duties of agent have been imposed upon the superintendent, the principal of the boarding school of the jurisdiction shall have direct charge of the school in all its activities, subject to the immediate supervision and direction of the superintendent. At nonreservation boarding schools the principal shall be in direct charge of the scholastic activities. Where the position of principal has not been established, the superintendent may assign to one of the teachers such duties of principal as may be proper under the circumstances.

177. The school physician, responsible immediately to the superintendent, shall make regular, frequent, and thorough examination of the pupils, with special attention to infectious diseases of all sorts and to the individual needs of pupils in nutrition and physical welfare, and he shall institute appropriate treatment; he shall make constant examination of all parts of the school to see that insanitary conditions of all kinds are rigorously prevented; and concerning sanitation, tuberculosis, trachoma, and the cause and prevention of disease, he shall give talks to pupils and information to teachers, that they may give intelligent instruction. When a school is in an Indian community the physician shall render all possible medical and sanitary aid to the Indians in the neighborhood.

178. The physician shall keep a permanent record of all cases treated, and shall make to the Commissioner of Indian Affairs, through the superintendent, a semiannual report, July 1 and January 1, of the sanitary conditions of the school and of all cases treated. The physician is to instruct a class of the more advanced and intelligent girls in nursing and in the care of the sick.

179. The physician is required to vaccinate each pupil before the pupil is enrolled at any Government school, unless the pupil presents satisfactory evidence of a recent successful vaccination.

180. Employees when they report for duty, and their children, must be vaccinated, unless they can give evidence of a recent successful vaccination or of having had smallpox.

181. If at any time there may be danger of smallpox at or near the school all persons, including pupils, whether or not they have been previously vaccinated, must be vaccinated.

182. A careful and complete record must be made of the dates and names of the persons vaccinated and kept on file at the office of the school.

183. Occurrence of diseases likely to become epidemic must be reported immediately to the superintendent, who shall at once, by telegraph, advise the Commissioner of Indian Affairs.

184. Smallpox, measles, mumps, scarlet fever, epidemic cerebro-spinal meningitis, infantile paralysis, whooping cough, acute conjunctivitis, and scabies must be strictly quarantined until all danger of spread of the disease has passed. Directions of the physician must be strictly followed in regard to the time of releasing quarantine, the methods of disinfection, and the precautions to be observed.

185. All cases of illness which can not be immediately diagnosed are to be isolated until they are proved not to be communicable.

186. The physician shall make during the first school month and at other times whenever necessary, a thorough examination of all employees and of the members of employees' families who live on the school grounds or who associate in any way with pupils to determine whether employees or members of their families have any evidence of communicable disease. Cases diagnosed as pulmonary tuberculosis must at once be reported to the Commissioner of Indian Affairs through the superintendent.

187. The physician shall be in immediate charge of the school hospital. He shall prescribe its general regimen, and give instruction and treatment in particular cases, and decide upon the admission and dismissal of patients. Employees of the school hospital shall be under his immediate direction, although their duties shall be assigned by the superintendent.

188. As far as the hospital and kindred work requires, the nurses shall be under the direction of the physician. Where the school has a regular trained nurse she shall be under the direction of the physician, if there is a physician authorized; otherwise under the direct orders of the superintendent of the school. The trained nurse must instruct qualified pupils in the rudiments of nursing. When a trained nurse is stationed on a reservation and is not wholly occupied with duties at the hospital she is to visit Indian homes and perform the duties of a field matron.

189. During hours of duty nurses shall wear a uniform similar to the uniform usually worn in well-regulated hospitals. In so far as practicable the hours of duty of nurses shall not exceed 8 per day.

190. When a nurse's duties necessitate her remaining at the hospital during meal hours she may be subsisted from the regular fare furnished by the Government for patients.

191. Subject to the direction of the superintendent or principal the matron shall have supervision of all domestic work, including oversight of the dormitories. Either personally or through assistants she shall see that beds are properly cared for, that the toilet of the girls is carefully made each morning, that the clothing of pupils is kept in proper order and that care and attention are given to sick pupils, unless they have been admitted to the hospital or are under attention of a physician and nurse. She shall also direct the work of the assistant matron. Either the matron or one of her assistants shall, in cooperation with the industrial teacher or the disciplinarian, have the care of the boys' building and shall supervise the small boys. (See par. 4.)

192. The disciplinarian or some other employee shall be required by the officer in charge to see that the large boys retire properly, that their clothing and persons are suitably cared for, that they are regularly and properly bathed, that their toilet is properly made in the morning, that they are prompt at meals and details, and that a correct record is made of absentees and delinquents.

Disciplinarian.

193. The disciplinarian shall conduct systematic drill and physical training, and shall plan, and so far as possible, supervise playground activities; whenever necessary the superintendent is to detail other employees to assist in these duties.

194. Under the direction of the matron the seamstress with the assistance of details of girls shall do the sewing and mending required for the school and shall teach the girls to make and mend clothing.

Seamstress.

195. With the assistance of details of pupils the laundress shall do the washing and ironing required for the school. She may do laundering for employees of the school, if such work will not interfere with the proper discharge of her duties or necessitate the employment of an assistant laundress; but she and any pupils who assist her shall receive suitable compensation from the employees for such work upon terms approved by the superintendent.

Laundress.

196. The laundress shall see that in the process of laundering all articles are boiled, except such materials as would be injured; these materials are to be fumigated, as with formaldehyde.

Sterilization
of clothes.

197. In the arrangement of equipment and of rooms for laundry work provision shall be made for doing by hand a sufficient amount of laundering to teach the girls the art of hand-laundry work. (Act of Apr. 31, 1904, 33 Stat. L., 216.)

Hand laundering.

198. With the assistance of details of pupils the cook shall prepare all food required for the school, attend to setting the tables and washing the dishes; she shall see that everything in the kitchen and dining room is kept in proper order and that the kitchen and dining room are locked at night; she shall be responsible for all articles in her department.

Cook.

199. Where there is no domestic-science teacher or teacher of house-keeping the cook shall also instruct pupils in such plain and simple cooking as will be required by Indians in their homes.

200. Under the direction of the officer in charge the industrial teacher shall attend to the outside manual labor connected with the school; where there is no school farmer he shall cultivate thoroughly the school farm and garden,

Industrial teacher.

care for the stock and poultry, keep a supply of fuel on hand, and see that the school property and grounds are kept in good order; where there is no carpenter he shall make repairs to buildings. Much of the work should be done by the boys of the school, regularly detailed, under the supervision of the industrial teacher. Where there is a farmer the industrial teacher shall if necessary assist in the farming and gardening. (See par. 4.)

201. Where the position has been authorized, the teacher of housekeeping shall be responsible for the cottage or quarters provided for her work. She shall teach cleaning, laundering, mending, and sewing; cost and serviceability of dress materials; house decoration; value, cost, preparation, and care of food; personal hygiene, care of children, and nursing—in short, the essentials for maintaining a simple, thrifty, and sanitary home. Where it is at all practicable instruction must be given in raising poultry and care of milk. When materials additional to articles included in the rations are needed for instruction in cooking they are to be purchased by the superintendent upon specific authority from the Commissioner of Indian Affairs. If the quarters furnished will accommodate only day classes, the school program must be so arranged as to allow each girl above the age of 10 not less than four hours a week for instruction under the teacher of housekeeping.

202. Day-school inspectors shall supervise the work of Indian day schools, unify and correlate them with the reservation boarding schools, and induce Indian pupils to attend public schools wherever available. Where Indian children are entitled to attend public schools the day-school inspector shall use all means within his power to secure enrollment and regularity of attendance. If Indian pupils are not entitled to attend public schools, it is the duty of the day-school inspector to foster and encourage pleasant relations between Indians and the rest of the population and to procure enrollment in the public schools under contracts wherein the Federal Government agrees to pay tuition for Indian pupils.

203. The physician shall make a thorough physical examination of all employees at the time of entrance upon duty, and when proposed for transfer. The results of these examinations shall be recorded on Form 5-354 and submitted at once to the Commissioner of Indian Affairs. No superintendent should recommend for appointment a person with pulmonary tuberculosis.

BOARDING SCHOOLS.

IN GENERAL.

(Applicable to Boarding Schools On and Off Reservations.)

204. The officer in charge of a school or an employee designated by him shall visit daily the various departments, and at least twice a week shall thoroughly examine dormitories, workrooms, and dairies.

205. In addition to giving classroom instruction, teachers in boarding schools are to serve on details for duty in connection with the guidance and supervision of pupils during their social, literary, religious, and recreational activities. Teachers may also be required to assist in the clerical work of the school, particularly during periods when classroom instruction is suspended.

206. Each teacher shall keep an accurate daily register of all pupils under his instruction and file this register in the office of the principal, where it shall be kept accessible.

207. So far as practicable, a uniform style of clothing for schools is to be adopted. Two plain, substantial suits, with an extra pair of trousers for each boy, and three neat, well-made dresses for each girl ought to suffice for week-day wear for one year; for Sunday wear each pupil should be furnished a better suit.

208. Pupils shall be supplied with underwear adapted to the climate, with handkerchiefs, and with night clothing; if the climate requires, with overcoats or cloaks and overshoes.

209. Such clothing as can not be washed, e. g., boys' suits and girls' woolen dresses and wraps, must be kept clean, and at least twice during each school year must be thoroughly fumigated.

210. Each pupil must be supplied with toothbrush, tooth powder, comb, hairbrush, and towels. Beds must be thoroughly aired before being used. All laundry must be done in a perfectly sanitary manner. (See pars. 60, 67.)

211. Each pupil shall be provided with a single bed, and only one pupil shall be allowed in a bed. (See par. 67.)

212. In each boarding school there shall be separate sitting rooms for boys and girls.

213. Pupils shall be required to attend meals promptly, and the proper employees are to see that pupils' faces and hands are washed before meals. Order and good manners in the dining room must be enforced under such rules and arrangements as the superintendent may indicate.

214. All meals must be served on properly dressed tables. Tables with smooth tops which are stained and waxed may be used without cloths, but the tops are to be waxed and polished frequently and kept in a perfectly sanitary condition.

215. A regular varied menu shall be prepared and followed for each day of the month; the monthly menus must be prepared under the direction of the matron and approved by the superintendent. Meals shall be served regularly and neatly. The school farm, the dairy, and the poultry yard should furnish an ample supply of vegetables, fruits, butter, and other dairy products, eggs and poultry. Coffee and tea must be used sparingly by younger pupils; pure milk is preferable to either, and its use by the children should be encouraged.

216. The subsistence supplies allowed Indian boarding schools shall be as follows for 100 rations:

Component articles.	Quantity.	Substitutive articles.	Quantity.
Flour, white.....pounds..	90	Graham flour.....pounds..	90
"		Whole wheat.....do....	90
		Corn meal:	
		White.....do....	110
		Yellow.....do....	110
Roll'd oats.....do....	5	Hominy grits, net.....do....	10
		Cracked wheat, net.....do....	5½
		Cornstarch, net.....do....	7
Beef, net.....do....	85	Tapioca.....do....	5½
		Mutton.....do....	85
		Pork, fresh.....do....	85
		Bacon.....do....	70
		Ham, smoked.....do....	40
		Fish:	
		Fresh.....do....	85
		Dried.....do....	60
		Canned.....do....	70
		Pickled.....do....	50
		Eggs.....dozen.....	25
Coffee, roasted.....do....	2	Cheese.....pounds.....	35
Chocolate.....do....	2	Tea.....do....	½
Sugar.....do....	15	Cocoa.....do....	2½
Beans:			
White.....do....	12	Hominy.....do....	20
Pink.....do....	9	Macaroni.....do....	6
Frijoles.....do....	10	Barley.....do....	20
Rice.....do....	12		
Apples, dried.....do....	12	Prunes, dried.....do....	15
		Peaches, dried.....do....	11
		Raisins, seedless.....do....	14
		Canned fruits:	
		Apples.....gallons.....	4
		Peaches.....do....	2½
		Plums.....do....	3
		Blackberries.....do....	1½
		Or fresh fruits to the value of \$1.	
Sirup.....gallons.....	1½	Canned corn.....pounds.....	25
Potatoes.....pounds.....	75	Canned tomatoes.....do....	20
Onions.....do....	15		
Vinegar.....do....	4	Allspice.....do....	½
Salt, coarse or fine.....pounds.....	4	Cinnamon.....do....	½
Pepper.....do....	½	Cloves.....do....	½
		Ginger.....do....	½
		Mustard.....do....	½
		Nutmeg.....do....	½
Baking powder.....do....	½	Baking soda.....do....	½
Yeast.....do....	½		
Lard.....do....	3	Oleomargarine or butterine.....do....	4
Butter.....do....	3		
Milk, evaporated, unsweetened.....do....	2	Lemon.....do....	½
Vanilla.....do....	½		

217. If the school farm produces a sufficient amount of milk, butter, eggs, and vegetables to furnish the quantities mentioned above, no purchase of these articles should be made. If not enough of these articles is produced, superintendents should purchase only quantities sufficient to supplement the product of the farm.

Purchase of milk, vegetables, etc.
218. Superintendents must not exceed the total costs of the ration based upon the cost of the component parts without the permission of the Commissioner of Indian Affairs; if permission has been obtained, a copy must be attached to the quarterly account when rendered. In the use of an article superintendents may exceed the quantity stated in the ration, provided they make a corresponding saving in the use of other articles.

Excess of cost of ration.
219. The quantities given in the table for substitutive articles are considered the equivalent in cost rather than in food value; superintendents may use substitutive articles to the extent of the cost value of the component item.

Basis of substitution.
220. Authority from the Commissioner of Indian Affairs must be obtained before inaugurating the outing system, by which pupils are placed in responsible families, where they may receive training in household duties and industrial activities.

Outing system.
221. Accurate annual reports must be made of all outing pupils, giving information necessary for the Commissioner of Indian Affairs to check the attendance at each school, thoroughly understand the details of the system at each school, and know the extent to which outing pupils receive actual benefit.

222. If practicable, arrangements should always be made to have outing pupils attend public schools during the winter.

223. A school mess is to be maintained at each school where there are a number of employees not provided with house-keeping facilities. Preferably the employees' mess should employ a cook who is not an employee of the service. But meals for the mess may be prepared by the school cook, if it will not interfere with the proper discharge of her regular duties or necessitate the employment of an assistant cook, but she and any pupils who assist her shall receive from the mess a fair compensation for the extra duty; the basis of compensation shall be approved by the superintendent.

Employees' mess.
224. At schools situated at a distance from suitable markets, the mess may purchase from supplies bought for Indians such articles of subsistence as may be needed at prices equal to cost and the expense of transportation.

225. The mess may also use vegetables, milk, fruit, eggs, etc., purchased from the school farm on payment at current market prices. Payment for articles so purchased should be made to the superintendent, to be accounted for by him in "Miscellaneous receipts," class 2 or 4, as the case may be. Articles produced on the school farm, however, must not be sold to the mess if they are required for use on the pupils' tables, and there must be no advantage to the mess in the quality of produce.

226. The superintendent shall see that at a reasonable cost the mess provides a liberal, sufficient, and varied diet, which will insure proper efficiency on the part of employees. He shall also see that each employee promptly settles his mess bills.

RESERVATION BOARDING SCHOOLS.

227. Reservation boarding schools are to give academic and industrial instruction in grades first to sixth, inclusive. They are not only to prepare students for admission to nonreservation boarding schools, but are to prepare pupils who do not enter other schools for their immediate future.

228. If any pupil becomes seriously ill the officer in charge of the school must give immediate notice to the parents, the guardian, or the nearest known friend. If a pupil dies, immediate notice must be given to the parents, the guardian, or the nearest known friend, and an immediate detailed report must be made to the Commissioner of Indian Affairs, specifying to whom and on what dates notices of illness and of death were given.

NONRESERVATION BOARDING SCHOOLS.

229. Nonreservation boarding schools are to be kept equipped for academic and industrial instruction in grades fourth to eighth, inclusive.

230. Superintendents of nonreservation schools shall not receive pupils for a period less than three years. A pupil received before Christmas shall be credited with a full year's attendance. If a pupil is received after Christmas, the fractional part of the year is not to be counted toward the three-year period. No pupil shall be returned to his home before the close of the school year which terminates the period of enrollment, except upon the recommendation of the physician on account of illness, or for other urgent reason.

231. Superintendents of nonreservation schools shall report to the respective superintendents in charge of reservations the expected return of pupils at least four weeks before the end of the period of their enrollment, giving for each pupil the English name and the Indian name and full history while in school, particularly the character of the industrial training secured.

232. If a superintendent in charge of a reservation can not find the responsible parent or guardian of a pupil, he will at once report the facts to the superintendent of the nonreservation school, and will then report to the Commissioner of Indian Affairs what disposition he can make of the pupil, and await instructions. In no such case is a pupil to be returned without instructions from the Commissioner of Indian Affairs.

233. No promise is to be made to any parent or other person that pupils enrolled in a nonreservation school will be returned home during the vacation periods, and in no case will a pupil be returned during this time at Government expense without special permission from the Commissioner of Indian Affairs. Full data and reasons must accompany any request made for this permission. If the superintendent is of opinion, however, that it is for the best interests of a pupil that he return home during a vacation period and the pupil deposits money to pay expenses to his home and back to school, the superintendent may himself grant permission.

234. In the case of illness of a pupil liable to terminate fatally, the superintendent of a nonreservation school shall telegraph the parents, the guardian, or the nearest known friend, and shall report the case by telegraph to the superintendent in charge of the reservation from which the pupil came, at the same time by letter informing the Commissioner of Indian Affairs. In case of the death of a pupil the superintendent shall telegraph the parents, the guardian, or nearest known friend, and the superintendent in charge of the reservation from which the pupil came, and shall by letter make a detailed report to the Commissioner of Indian Affairs, sending a copy of this report to the superintendent in charge of the reservation.

DAY SCHOOLS.

235. Ordinarily two positions are authorized, teacher and house-keeper, and endeavor is made to fill them with a man and his wife. It is the duty of these employees to make their cottage a practical demonstration to the Indians of a neat and attractive home in the midst of orderly surroundings. Unkempt dooryards and neglected inclosures will not be tolerated.

236. A teacher assigned to a day school is in immediate control of the school and is to perform all labor necessary for its care and protection, and to look after the interests of all Indians in the vicinity.

237. Day-school buildings are to be open at least 15 minutes before 9 o'clock in the morning; and at least 15 minutes before 1 o'clock, if they are closed at noon; if the weather is cold or stormy they shall be open at least 30 minutes before these hours. Periods for recess and the intermission at noon are considered school hours.

238. No child in whose family there is a case of smallpox, diphtheria, scarlet fever, measles, whooping cough, mumps, or chicken pox shall be allowed to attend school until the sick person has recovered, the house has been fumigated, and a certificate has been furnished by a physician that the child may attend school with safety to other pupils.

239. Inquiry shall be made into all cases of absence from school, and steps shall be taken to correct conditions which may prevent attendance.

240. Day schools are to give academic and industrial instruction suited to the age and qualifications of the pupils enrolled.

241. Where authority has been granted to serve a noon-day luncheon, the housekeeper shall prepare the luncheon with the assistance of the girls of appropriate age, using the preparation and service of the luncheon as means of instruction.

242. The subsistence supplies allowed Indian day schools that furnish noon-day luncheons will be as follows for 10 rations:

Component articles.	Quantity.	Substitutive articles.	Quantity.
Flour..... pounds..	3	Hard bread..... pounds..	2
		Corn meal..... do....	3
		Graham flour..... do....	3
Beef..... do....	2	Whole wheat..... do....	3
		Bacon..... do....	1
		Eggs..... dozen..	$\frac{1}{2}$
		Mutton..... pounds..	2
Rolled oats..... do....	$\frac{1}{2}$	Fish..... do....	$1\frac{1}{2}$
Beans..... do....	1	Cracked wheat..... do....	$\frac{1}{2}$
		Corn starch..... do....	1
		Hominy grits..... do....	1
		Tapioca..... do....	$\frac{1}{2}$
		Hominy..... do....	1
Apples, dried..... do....	1	Macaroni..... do....	1
		Prunes, dried..... do....	$1\frac{1}{2}$
		Peaches, dried..... do....	1
		Raisins, seedless..... do....	1
		Corn, canned..... do....	2
		Tomatoes, canned..... do....	$1\frac{1}{2}$
Sirup..... do....	$\frac{1}{8}$		
Milk, unsweetened, evaporated... do....	$\frac{1}{8}$		
Sugar..... do....	$\frac{1}{8}$		
Salt..... do....	$\frac{1}{8}$		
Baking powder..... do....	$\frac{1}{8}$	Yeast..... do....	$\frac{1}{8}$
Lard..... do....	$\frac{1}{8}$		
Vinegar..... do....	$\frac{1}{8}$		
Pepper..... ounces..	$\frac{1}{8}$	Allspice..... ounces..	$\frac{1}{8}$
		Cinnamon..... do....	$\frac{1}{8}$

(See pars. 273 and 274.)

243. At all day schools where there is a housekeeper it is her duty to instruct the girls in domestic attainments and habits, which will be useful in their homes, and to encourage the Indian women of the community in every possible way to improve the condition of their homes.

244. Superintendents having day schools in their charge should furnish each day-school teacher with a suitable school journal which discusses methods of primary instruction. Subscriptions to such papers can be paid by superintendents only at the end of the quarter for which the subscription runs.

245. Each teacher of a day school shall keep a permanent and complete file of all communications received from the Commissioner of Indian Affairs.

PUBLIC SCHOOLS.

246. Indian children for whom there are adequate free-school facilities are not to be enrolled in Indian schools.

247. For children who have access to public schools but whose parents pay no taxes a tuition may be paid not to exceed the per capita cost for white children in the schools. Application for contract to pay tuition is to be made on Forms 5-143 and 5-144, and transmitted to the Commissioner of Indian Affairs through the nearest Indian school superintendent, with his recommendation indorsed. The contract, on Form 5-0854, is prepared by the Commissioner of Indian Affairs and sent to the superintendent for execution.

BUILDINGS, THEIR EQUIPMENT AND THEIR USE.

(Applicable in Appropriate Degree to All Schools.)

248. At each school there shall be kept on file an accurate map of the grounds, plans of the buildings, and all essential data concerning grounds and buildings. The map must show the location of water, sewer, gas, and steam pipes.

249. An employee is to have as one of his express duties the care of the grounds. Among these duties he shall see that no spitting is allowed on walks or pavement.

250. School grounds must receive careful attention, that at all times they may appear neat and attractive. Well-drained roads are to be systematically constructed and covered with available metaling. If metaling can not be secured, roads can be kept in condition through the use of a road drag of simple construction and small cost.

251. Heavy teaming must not be permitted on roads constructed for light-carriage travel.

252. It will be the duty of the superintendent to see that all buildings are kept in good repair. In buildings constructed of stone or brick attention must be given particularly to exterior joints, any displacement of mortar must immediately be reported and repaired. Chimneys and other structures of brick or stone must be kept in perfect repair.

253. Frame buildings and exposed woodwork on all buildings must be kept well painted. Gutters and down spouts must at all times be in thorough repair; water from down spouts must be led at least 10 feet from the buildings by well-constructed surface gutters of brick or other permanent material. Metal roofing and all metal accessories to buildings exposed to the elements must be kept well painted. Preferably material of a permanent nature should be used for all repairs.

254. Cracks and abrasions in plaster must be repaired at once, particularly in dormitory rooms. When walls and ceilings require coating they should be painted with lead and oil or similar materials when possible, in preference to calcimining or other commercial wall finish. Wall paper must not be used in rooms where pupils are accommodated.

255. Plastered walls must not be defaced by nails driven for hanging clothes or pictures.

Floors. 256. Uncovered floors are to be oiled or waxed.

Sweeping. 257. Floors are to be swept with bristle brushes, not with brooms, and every precaution taken to avoid dust.

258. For cleaning floors mops or woolen cloths containing a small quantity of oil are to be used. The use of large quantities of water is forbidden.

Finishing. 259. For finishing floors these formulæ are inexpensive and effective:

- | | |
|-----------------------------------|--------------------------------|
| (a) Raw linseed oil, 1 gallon. | (b) Turpentine, 3 quarts. |
| Turpentine, $\frac{1}{2}$ gallon. | Paraffin, 1 pound. |
| Beeswax, 1 pound. | Beeswax, 4 ounces. |
| | Rub thoroughly into the floor. |

Place the linseed oil on a stove and heat until too hot to hold a finger in it, but do not allow it to boil. Melt the wax in any suitable vessel, but have it large enough to hold the wax and turpentine. When the wax is melted remove from the fire and outside of the building, add the turpentine (which is very inflammable) to the melted wax; then pour the wax mixture into the hot oil and stir thoroughly. As soon as the mixture cools it is ready for use. Apply to the floors with a woolen cloth (a piece of old blanket), rub well into the floors, and be sure to wipe all surplus oil from the surface.

260. Kitchens, dining rooms, and all places where food is served or kept must be screened, and windows must not be so curtained as to prevent any part of the rooms from being well lighted even on dull days and every effort made to prevent flies and mosquitoes in buildings and in the neighborhood. Heaps of manure or of refuse and all other breeding places of flies must be removed.

261. Plumbing fixtures must receive careful and constant attention. Traps must be kept in good working order to prevent leakage of water or sewer gas, and all repair work must be thoroughly done. Before entering the main sewer system waste from kitchen sinks must pass through strainers into a grease trap. The grease traps must be inspected once a week.

262. The use of buckets for night service in dormitories will be tolerated only when it is entirely impossible to place water-closets on each floor. Where water and sewer systems exist proper installation must be made and the use of night buckets immediately terminated.

263. If privies are used, they must be so situated and so constructed as to avoid all possibility of contamination of the water supply, and they must be kept in a clean, sanitary condition. They must be fly tight and must be provided with seat lids which automatically close. In privies of common type dry earth must be supplied daily.

264. All wells, springs, and cisterns from which water supplies are taken must be inclosed and effectively protected from contamination and surface drainage. They are to be frequently inspected and kept clean. If water is taken from streams, utmost vigilance must be exercised to prevent contamination, both at the intake and along the upper stream. If there is any suspicion of contamination from sewage, the water must be analyzed; all suspected water used for drinking purposes must be boiled.

265. Dormitories must supply 500 cubic feet of air space for each pupil accommodated. To determine cubic contents, dormitory rooms must be accurately measured. Rooms measuring more than 12 feet in height will be considered 12 feet only. Floors in dining rooms are to provide 12 square feet for each pupil. Schoolrooms must provide not less than 210 cubic feet of air space for each pupil.

266. Except by special permission from the superintendent, no person other than an attaché of the school, whose duties require his presence, shall be allowed in any school building later than 9.30 p. m. Every night at regular intervals a watchman or some person or persons detailed to that duty shall "make the rounds," visiting every portion of the

school buildings and premises to guard against fire, prevent intrusion of unauthorized persons, and watch over the conduct of pupils and others.

267. In schools where it is necessary to use kerosene or other lamps, all lamps must be fixed in their places; under no circumstances are pupils to be permitted to carry lighted lamps.

Lamps.

268. Every school must be provided with appropriate means to extinguish fire.

Fire apparatus.

269. Building which are two or more stories in height or which for any reason may become dangerous at time of fire or panic and in which pupils or employees are housed at any hour of the day or night must be surveyed and abundant provision made by fire escapes or otherwise for ready and safe exit at instant notice. All doors behind which a considerable number of pupils or employees are assembled at any time must be made to open outward. (See par. 64.)

Fire escapes.

270. Schools located in towns and cities where there are organized fire departments are to be in such connection with the organized department as to be able to request their services at a moment's notice, and the superintendent is to consult and procure a distinct understanding regarding the matter with the city or town authorities.

Town fire departments.

271. Chemical fire extinguishers must be placed in all buildings in such accessible and prominent locations and in such numbers that wherever fire occurs an extinguisher may be quickly obtainable. Employees and older pupils must be instructed in the use of extinguishers. If chemical extinguishers have not been placed in any building, pails filled with water must be kept in all rooms in any way occupied by pupils and in warehouses. These pails shall be emptied and refilled with fresh water at least twice a week, and be kept ready for immediate use until chemical extinguishers have been put in place and their use demonstrated. (See pars. 70-74.)

Chemical extinguishers.

272. Mops, brooms, rags, old clothing, waste paper, and any other waste material containing oily or other combustible substance are never to be placed in closets or in dark and unventilated corners. Mops, brooms, floor rags, and the like must be kept out of doors, where they will be exposed to light and air. Waste material must be put into metal receptacles and promptly destroyed.

Disposal of waste, brooms, etc.

273. School buildings shall be furnished throughout with plain and inexpensive but substantial and tasteful furnishings.

Furnishings.

274. Rooms occupied by employees may be furnished with window shades, bedsteads, mattresses, bedding (except sheets and pillow

cases), bureau and mirror, washstand, chairs and tables, and closet or wardrobe; they may be lighted and heated in the same way as the rest of the building.

275. If a superintendent or an employee is provided with a dwelling for his private use separate from the main buildings, this dwelling may have the allowance of furniture named above for two rooms, and a cook stove and other necessary appliances for heating the several rooms.

276. Each boarding school shall have a sitting room for the use of employees. It will be furnished at Government expense with plain furniture, curtains, and rugs.

277. At each boarding school there shall be at least one guest room provided with curtains, bedstead, mattress, bedding, bed linen, bureau, washstand, and table.

278. Schoolrooms and other rooms occupied by pupils and employees are to have simple and tasteful ornamentations.

CATO SELLS,
Commissioner.

Approved, July 14, 1913.

A. A. JONES,
First Assistant Secretary.

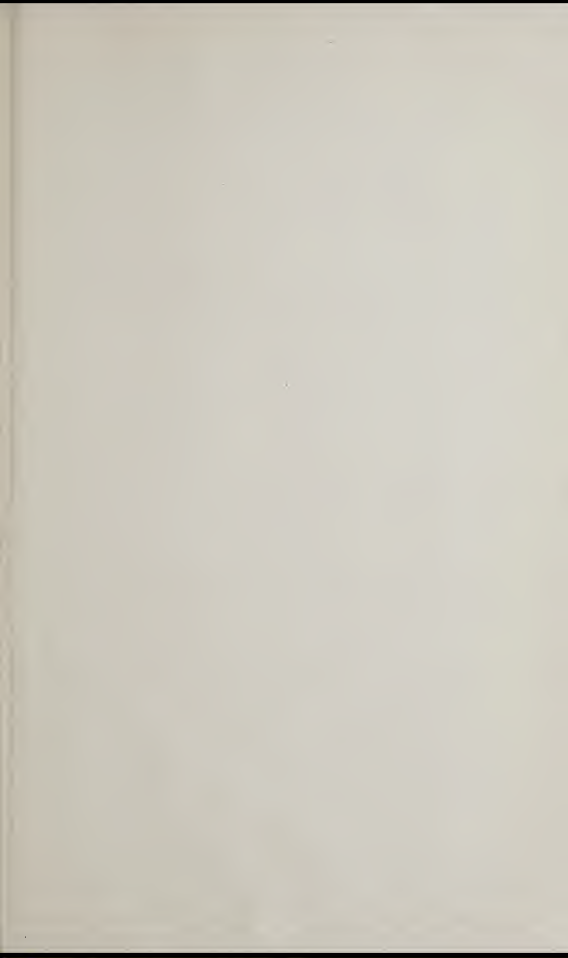
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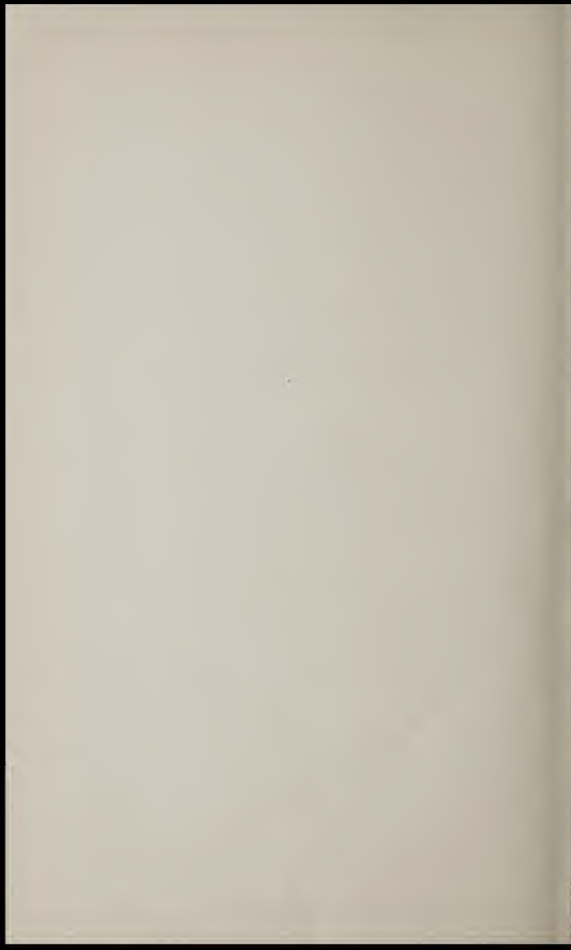
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